

BYLAWS  
OF THE  
D.C. COMMISSION ON THE ARTS AND HUMANITIES

ARTICLE I

Name And Office

Section 1. Name. This Commission shall be known as the Commission on the Arts and Humanities established in the Office of the Mayor, in the District of Columbia pursuant to D.C. Law 22, Section 4(a).

Section 2. Office. The principal office of the Commission shall be located at 410 Eighth St., N.W., Suite 500 Washington, D.C. 20004.

ARTICLE II

Purpose

SECTION 1. The Commission was established exclusively to evaluate and initiate action on matters relating to the arts, to encourage programs and the development of programs which promote progress in the arts. Through its eighteen members and with assistance from advisory panels that represent the diversity of artistic disciplines the Commission shall:

- serve the people of the District of Columbia;
- encourage excellence in the arts;
- further develop the cultural resources of the District of Columbia;
- expand the availability of arts activities throughout the city with particular attention to the underserved;
- increase the involvement of ethnic minorities in the planning and execution of arts activities; and
- initiate creative programs and policies that address needs of the residents of the District of Columbia.

The Commission shall service not only the local arts community but the spectrum of culturally and economically diverse people of the District of Columbia.

### ARTICLE III

#### Scope

Section 1. The Commission shall have the power to act upon any and all matters determined by it as affecting the artistic, cultural or humanistic welfare of the residents of the District of Columbia within the scope of powers granted by D.C. Law 1-22.

### ARTICLE IV

#### Commission Membership

Section 1. Composition of the Commission. The Commission shall consist of eighteen (18) members appointed by the Mayor, with the advice and consent of the Council. Each member appointed to the Commission shall be a person who has displayed an interest or an ability in one of the various fields of the arts or humanities and/or has been active in the furtherance of the arts or humanities in the District of Columbia. Members shall be appointed to ensure that they are representative of all the various geographic areas and neighborhoods within the District of Columbia.

Section 2. Residency Requirements. Members of the Commission shall be residents of the District of Columbia.

Section 3. Term of Appointed Commissioners. The terms of Commission members shall be as follows: six (6) members shall be appointed for one (1) year, six (6) members shall be appointed for two (2) years, and six (6) shall be appointed for three (3) years. Members of the Commission may be reappointed but cannot serve more than two consecutive terms. Terms shall regularly begin on July 1st and end on June 30th of the respective calendar years.

Section 4. Compensation. Members of the Commission shall serve without compensation but shall be entitled to receive, in accordance with applicable District of Columbia regulations, reimbursement for expenses incurred while actually performing duties vested in the Commission.

Section 5. Removal of Commissioners. Any officer or Commission member for any cause deemed prejudicial to the Commission, to the District Government or to District of Columbia residents may be removed from office and/or membership by the Mayor upon recommendation from the Executive Committee and ratification by a two-thirds (2/3) vote of those members present and voting. Recommendations of the Commission regarding removal

of a Commissioner shall originate in the Executive Committee after affording the member written notice of the reasons for the recommendations, and shall be effective upon a two-thirds (2/3) vote of the Commission. Voting privileges shall be suspended until such time that the removal recommendations are resolved.

Section 6. Inactive Members. When three (3) regular and consecutive meetings of the current year are missed for other than valid reasons, a member shall be deemed inactive by vote of the Commission. The Commission shall judge what is valid. Inactive members shall not be entitled to represent the Commission or to vote or to receive notices from the Commission until voted active at a regular meeting of the Commission.

Section 7. Vacancies. Should a vacancy occur, a successor shall be appointed by the Mayor within thirty (30) days, with the advice and consent of the Council to serve until the end of the term of the member whom that successor succeeds. Failing to receive the nomination within thirty (30) days, the Council shall appoint a person to fill the vacancy pursuant to D.C. Law 1-22, Sec. 4(c).

Section 8. Duties of Commissioners. Commissioners shall be responsible, among other duties, for:

- (1) attending all regular and special meetings, except those from which their absence is excused prior to the holding of such meeting by the Chairperson;
- (2) appointing the Executive Director;
- (3) setting policy and overseeing the implementation of policy by the Executive Director and staff;
- (4) approving all policy statements issued on behalf of the Commission;
- (5) approving the annual budget and overseeing the Commission's long-range financial plan;
- (6) serving on Commission committees and chairing panels and/or committees of non-commissioners;
- (7) serving as convenors of panels; and
- (8) devising and putting into operation such other measures as they deem proper and

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expedient to promote the mission and goals of the Commission.

#### ARTICLE IV

##### Commission Membership

Section 1. Notice. The Commission shall hold monthly meetings. All meetings shall be open except those which shall deal with personnel matters.

Section 2. Place of Meetings. Meetings shall be held in the office of the Commission, 410, Eighth Street, N.W., Washington, D.C. or such other places) as may be agreed upon by the Commission.

Section 3. Quorum. One-half (1/2) of the active Commission membership shall constitute a quorum.

Section 4. Frequency of Meetings. The Commission shall meet monthly, except when a meeting is cancelled by the Chairperson and a majority of the Commission.

Section 5. Annual Meeting. The regular meeting in June shall be the Annual Meeting of the Commission.

Section 6. Special or Called Meetings. Special meetings may be called by the Mayor, Council, Chairperson of the Commission, or upon the written request of five (5) members of the Commission.

Section 7. Notices for Special Meetings. All calls for special meetings must be made by written communication to all members of the Commission, and no business shall be considered at such meetings except as has been expressly mentioned in the notice for the special meetings.

#### ARTICLE V

##### Officers

Section 1. Officers of the Commission. The officers of the Commission shall be: a Chairperson, a First Vice Chairperson, a Second Vice Chairperson, a Treasurer and a Secretary. Other officers deemed necessary by the Commission may be established. The Mayor shall appoint the Chairperson of the Commission.

Section 2. Duties of Chairperson. The Chairperson shall preside at all meetings of the Commission, provide administrative direction to the Executive Director; appoint committees and

panels, and see that all policies, directives and regulations of the Commission are executed.

Section 3. Duties of the First Vice Chairperson. In the absence, inability or refusal of the Chairperson to act, the First Vice Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson.

Section 4. Duties of the Second Vice Chairperson. In the absence, inability or refusal of the First Vice Chairperson to act, the Second Vice Chairperson shall perform the duties of the First Vice Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the First Vice Chairperson.

Section 5. Duties of the Secretary. The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Commission. The Secretary shall be supported by Commission staff to accomplish the work of this office.

Section 6. Duties of the Treasurer. The Treasurer shall examine and present the budget prepared by the Executive Director at the Annual Meeting of the Commission or at such time dictated by the District of Columbia Government's budget cycle.

section 7. Removal of Officers. Elected officers may be removed for causes deemed prejudicial to the Commission upon recommendation from the Executive Committee and by two-thirds (2/3) vote of those members present and voting.

## ARTICLE VI

### Elections

Section 1. The election and installation of officers shall be at the Annual Meeting in June of each year.

Section 2. Officers shall be elected by written ballot by a plurality vote at the Annual Meeting of the Commission.

Section 3. Elected officers shall assume office at the close of the Annual Meeting in June and shall serve for a term of one year or until their successors shall have been elected, or appointed and/or installed.

Section 4. Any elected officer shall be eligible for re-election to succeed himself but shall not be eligible to hold office for more than two terms successively.

Section 5. Vacancy in the Office of the Chairperson. If a vacancy shall occur in the office of the Chairperson, the First Vice Chairperson shall immediately assume the duties of the Chairperson and the Second Vice Chairperson shall assume the duties of the First Vice Chairperson until such time as a Chairperson is appointed by the Mayor. Any vacancy created by the succession shall be filled by election of the Commission.

Section 6. Other Vacancies. If vacancies shall occur in other elected offices, the Commission shall elect the officers to fill the unexpired terms.

## ARTICLE VII

### Executive Committee

Section 1. There shall be an Executive Committee composed of the officers of the Commission and two (2) Commission members elected by the Commission.

Section 2. The Chairperson of the Commission shall be the Chairperson of the Executive Committee.

Section 3. The Executive Committee shall hold regular meetings, the schedule for which shall be determined at the Annual Meeting by the Commission.

Section 4. The Executive Committee shall have the authority to act for the Commission under these Bylaws. Actions of the Executive Committee shall be reported to the Commission at the next regular meeting of the Commission.

Section 5. Any action taken by the Executive Committee may be modified or rescinded by the Commission upon a two-thirds (2/3) vote of the members present and voting, or approved by the Commission upon a majority vote of the members present and voting.

## ARTICLE VIII

### Panels

Selection 1. The Commission shall have the authority to appoint advisory panels in the various fields of the arts and humanities, such as crafts, dance, music, media, multi-disciplinary/interdisciplinary, theater, visual arts, and other categories as the Commission may deem necessary during the program year. Members of panels shall serve without compensation.

Section 2. The Chairperson shall appoint each Commissioner to serve as the Panel Convener of a discipline and/or represent the Commission in other such capacities as may be needed and determined by the Chairperson. Panel members shall serve without compensation. Panel members shall not be required to be District residents.

## ARTICLE IX

### Standing Committees

Section 1. The standing committees of the Commission shall be: Advisory Panel Selection, Nominating, Personnel, and Grants-in-Aid.

Section 2. The Commission shall establish other standing committees as are deemed necessary. The Chair shall appoint one (1) member of the Commission to chair each committee. At the discretion of the Chairperson, members may be rotated and reassigned as necessary.

Section 3. The standing committees shall be categorized by the Commission as internal or ad hoc. Internal standing committees shall be composed only of Commission members. Ad hoc standing committees may be composed of noncommission members and with at least one Commissioner who shall serve as Chairperson or Co-chairperson of the respective committee.

Section 4. The appointed Chairpersons of ad hoc committees shall present to the Commission in writing recommendations for membership to their respective committees which shall each be approved by two-thirds (2/3) vote of the members present and voting at a regular meeting. Members of general standing committees may serve for a period of two (2) years.

## ARTICLE XI

### Administration of the Commission

Section 1. There shall be an Executive Director for the Commission who shall be appointed by the Commission upon recommendation of the Personnel Committee. The Executive Director (hereinafter called the Director) shall be the chief administrative officer of the Commission and shall be responsible for supervising the remainder of Commission staff. The

Chairperson of the Commission shall provide guidance and administrative direction to the Director for all matters relating to the Commission. The Director shall be an ex-officio member of the Commission Board without voting privileges. The Director shall be evaluated annually by the Commission Personnel Committee.

Section 2. The Commission shall prepare and submit to the Mayor an annual budget to be included in the regular budget process of the District of Columbia.

Section 3. The Chairperson shall submit to the Mayor the annual reports of the Commission's activities and its plan recommendations and projections for the following year. These reports shall accompany the budget request identified in Article VIII, Section 2, above.

## ARTICLE XII

### Rules of Order

"Robert's Rules of Order" shall govern in all proceedings of the Commission in the absence of any other rules to the contrary which have been adopted by the Commission.

## Article XIII

### Order of Business

1. Call to Order
2. Adoption of the Minutes
3. Chairperson's Report
4. Executive Director's Report
5. Committees' Reports
6. Panel Recommendations
7. Unfinished Business
8. New Business and Announcements
9. Adjournment

## ARTICLE XIV

### Conflict of Interest

Section 1. To ensure that all sources of potential conflict of interest are identified and kept current, Commissioners shall complete a Conflict of Interest Form twice a year. Completed forms shall be returned before voting on funding decisions.



Section 2. As mayoral appointees, Commissioners shall be subject to the same Conflict of Interest regulations that govern all District of Columbia employees. Thus, Commissioners must avoid all actions that can result in or create the appearance of the following:

1. using public office for private gain,
2. giving preferential treatment to any person or organization,
3. impeding government efficiency or economy,
4. losing complete independence or impartiality,
5. making a government decision outside official channels, and/or
6. affecting adversely the confidence of the public in the integrity of government.

Section 3. All actions taken by the Commission shall be governed by absolute impartiality and the desire to benefit the residents of the District of Columbia and to keep their confidence in all Commission actions. Commissioners and panelists shall be excused from the Commission's funding discussions, deliberations and voting for any program category who have a voluntary service or who receive financial remuneration or who have personal affiliations with an applicant. Commissioners with spouses who are affiliated with applicants shall also be excused from the Commission's discussions, deliberations and voting for any program category.

Section 4. Pursuant to District Government Conflict of Interest regulations and Commission policy, Commissioners shall not be eligible to apply for Commission grants, nor shall they be eligible for contracts and/or employment with the Commission.

## ARTICLE XV

### Amendments

These Bylaws may be amended by a two-thirds (2/3) vote at any regular meeting, provided that the proposal shall have been submitted in writing to the Commission at a previous regular meeting and that each member shall be given a fifteen (15) day written notice of the proposed amendment.

ARTICLE XVI

Resignations

Commissioners may submit letters of resignation at any time to the Chairperson. Such letters of resignation shall specify the effective date of separation from the Commission.

Adopted by the D.C. Commission on the Arts and Humanities,  
January 26, 1992.

Signed:

  
Rowland J. Martin, Sr.  
Interim Chairperson